



MAINE DEPARTMENT OF EDUCATION

HIGHER EDUCATION SERVICES

**23 State House Station
Augusta, Maine 04333**

Application for Renewal of Private Business, Trade or Technical School License

Under Maine Law, Title 20-A, Maine Revised Statutes, Chapter 323, Section 9501-9508

The Maine Commissioner of Education has been legally authorized, as the State approving agent, to license all privately owned business, trade or technical schools operating and/or soliciting in Maine. This application must be complete and must be accompanied by the supporting information requested as well as proof of continuous bond coverage equal to the greater of 10% of the applicant's gross receipts from tuition in the 12 months prior to the application for renewal or \$20,000.

Please forward your completed application to the Maine Department of Education, Higher Education Services, 23 State House Station, Augusta, Maine, 04333.

Please Note: All licenses expire the 31st of December each year.

STATE OF MAINE
RENEWAL APPLICATION FOR PROPRIETARY LICENSE
JANUARY 1 – DECEMBER 31, 2022

- | | | |
|----|--|--|
| 1. | Name of School: | |
| | Physical Address: | |
| | Mailing Address: | |
| | Telephone: | |
| | | |
| | School Website: | |
| 2. | Owned by: | |
| | Subsidiary of: | |
| | Owner Address: | |
| | | |
| | Owner Telephone: | |
| | | |
| | Owner E-Mail: | |
| 3. | Name of Chief Administrative Officer (CAO) | |
| | Name: | |
| | Title: | |
| | Telephone: | |
| | | |
| | Email: | |
| 4. | Licensing Fee: Make check payable to Treasurer, State of Maine in the amount of \$50.00. | |
| | Check No. _____ | |

5. What type of school?

6. List the school's award levels for successful course completion (i.e., diploma, certificate, etc.).

7. Accreditation:

Identify the accrediting agency/agencies.

Any changes in accreditation status? If so, please explain:

8. Does your school have physical presence in the State of Maine? Yes _____ No _____

Indicate Location _____

9. Are your programs conducted online? Yes _____ No _____

If yes, please list online/distance ed programs below:

10. Does your school participate in state or federal financial aid programs? Yes _____ No _____

If yes, how many students currently receive federal financial aid? _____

Note: Financial Statements: If your school participates in state or federal financial aid programs, this application must include the school's most recent financial audit conducted by a certified public accountant unaffiliated with the school.

Include copy of the school's most recent certified financial audit.

If your school does not participate in these programs, internally prepared financial statements signed by the Owner need to be included with application.

Have there been any changes in the financial stability of the school since the 2021 renewal or approval?

Yes _____ No _____ If yes, explain.

11. **Note: Certificates of Inspection:** Valid certificates from the local fire department and the local code Enforcement officer (also the state health department if food is prepared and provided on the premises) remain valid for four (4) years from the date of initial issuance unless revoked by one or more of these agencies.

Provide a copy of your certificate with this application.

12. **Note: Student Records:** A cumulative academic record must be maintained for each student that is separate from financial and other records.

Enclose a copy of forms used to maintain student records.

Provide detail as to how credits are tabulated.

13. Current Tuition and Fees: _____

Current Room and Board: _____

Other (Specify) _____

14. Refund Policy:

Enclose a copy of the school's refund policy.

15. **Note: Surety Bond:** Proprietary Schools must have in force a valid surety bond equal to the greater of 10% of gross receipts from tuition in the 12 months prior to application for renewal, or \$20,000 as required by 20-A, MRSA, 9502.

For schools that participate in state or federal financial aid programs, except the Federal Direct Student Loan Program, the bond must be in favor of the Finance Authority of Maine. For all other applicants, the bond must be in favor of the Department of Education. Please contact us for a copy of the Blanket Bond Form if needed.

PLEASE PROVIDE A COPY OF BOND IN FORCE WITH THIS APPLICATION. FAILURE TO DO SO WILL RESULT IN NON-RENEWAL OF YOUR LICENSE.

The Chief Administrative Officer must certify that:

- A. Information advising students of their rights to receive refunds and where to direct any complaints they may have concerning their education has been included in all school brochures and handbooks provided to students.

Signature: _____

Title: _____

- B. _____ school is in compliance with all applicable federal and state laws and regulations.

Signature: _____

Title: _____

STATE OF MAINE
ADDENDUM – LICENSE RENEWAL APPLICATION
FOR PRIVATE BUSINESS, TRADE OR TECHNICAL SCHOOLS

Maine schools need to report enrollment data for both Maine and non-Maine residents.
Out-of-state proprietary schools need to report data only for Maine residents.

The reporting period is from January 1, 2021 through December 31, 2021

SCHOOL NAME: _____

ENROLLMENTS:

- The number of **Maine** residents **enrolled** during the reporting period:

Male (M) _____ Female (F) _____ Total _____

- The number of **Maine** residents who **completed** during the reporting period:

Male (M): _____ Female (F) _____ Total _____

Name of Program(s) in which Maine residents have enrolled during the reporting period:

_____	M _____	F _____	Total _____
_____	M _____	F _____	Total _____
_____	M _____	F _____	Total _____
_____	M _____	F _____	Total _____
_____	M _____	F _____	Total _____
_____	M _____	F _____	Total _____
_____	M _____	F _____	Total _____
_____	M _____	F _____	Total _____
GRAND TOTALS:	M _____	F _____	Totals _____

FINANCIAL INFORMATION: GROSS TUITION RECEIPTS:

Title 20-A, Maine Revised Statutes, section 9502, and subsection 1 requires that “For renewal applicants, the amount of the surety bond must be equal to the greater of 10% of the applicant’s gross receipts from tuition in the 12 months prior to the application for renewal or \$20,000.”

Maine proprietary schools need to report tuition data for both Maine and non-Maine residents.

Out-of-state proprietary schools need to report tuition only for Maine residents.

Total Gross Receipts from Tuition for Calendar Year 2021: \$ _____

Amount of Surety Bond for Calendar Year 2021: \$ _____

Chief Administrative Officer’s name and email address

- Name: _____
- Email address: _____